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Attachment 1

INSTRUCTIONS FOR PREPARING THE REPORT OF FULL-TIME EQUIVALENCY (SF 113-C)

1. General

Effective for the period September 20, 1981 to October 31, 1981, (and for subsequent reporting periods as shown in Attachment 6), all agencies will be required to report Federal civilian employment on a full-time equivalent (FTE) basis, using the Monthly Report of Full-time Equivalency (SF 113-C).

This FPM Letter issues instructions to agencies for collecting and reporting Federal civilian employment data on a full-time equivalent basis. The detailed instructions which define the line items on the reporting form are in Attachment 2. The reporting form SF 113-C (Report of Full-time Equivalency) is at Attachment 3. Attachment 4 is a completed form with illustrative data; Attachment 5 explains how the figures shown in Attachment 3 were obtained.

One report is required from each department and agency which submits the SF 113-A Monthly Report of Federal Civilian Employment to the Office of Personnel Management (OPM). (Reports are not required for bureaus or suborganizations within an agency.) Agencies employing non-U.S. citizens in U.S. territories and foreign countries are to submit separate SF 113-C reports for:

- (1) Total Work Year Ceiling Employment (including direct hire nationals of foreign countries and U.S. territories) and
- (2) Total Direct Hire Nationals (only in Foreign Countries and U.S. Territories).

Revisions to the current and any previous month's SF 113-C report should be provided to OPM as soon as possible. Minor revisions to reports can be handled by phone; extensive corrections should be made by submitting a revised report.

2. Time Schedule for Reporting and Submitting FTE Data

The starting date for collecting full-time equivalent employment data for Fiscal Year 1982 is September 20, 1981. These data are to be collected within each agency over the 26 biweekly pay periods from September 20, 1981 through September 18, 1982. Attachment 6 is a schedule for FY 1982 showing the period to be covered by each

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report, and the date the report is due at OPM. Each report to OPM is to cover at least two biweekly pay periods ending closest to the end of the month. (Most reports will cover 2 biweekly pay periods; a few reports will cover 3 biweekly pay periods.)

The Report of Full-time Equivalency is due along with the SF 113-A on or before the 15th of the month which follows the end of the reporting period (e.g., the January report is due February 15), and is to be submitted to:

Office of Personnel Management  
Work Force Analysis and Statistics Branch  
Surveys and Information Section  
1900 E Street, N. W.,  
Washington, D. C. 20415  
Attention: SF 113-C, Room 6441

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